

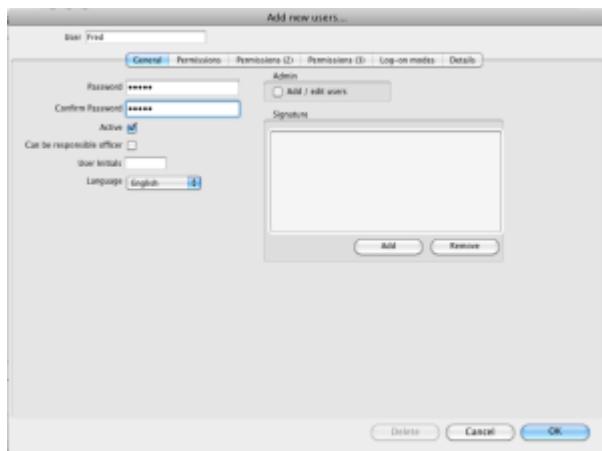
# Users

\*

Only users who have been added to the mSupply user list can log in.

## Adding a new user

1. Choose **File > Edit users**
2. Click the **New** button
3. You will be shown the user window



1. Fill in:
  1. The user name
  2. Assign a password
  3. Enter password again
  4. Go to the permissions tabs and set up permissions (3 tabs)
  5. Go to the Log-on modes tab and set up log-in modes
  6. For a normal store user set up like this:

Add new users...						
User	Fred					
	General	Permissions	Permissions (2)	Permissions (3)	Log-on modes	Details
Name	Is disabled	Default store	Store mode	Dispensary mode	HIS mode	Default mode
Supervisor- All stores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Store
Hospital Info System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

1. Click **OK** when you're done.
2. The user should now be able to log on.
3. After the user logs in, they may want to change their password by choosing **File > Change password**

From:  
<https://docs.msupply.org.nz/> - **mSupply documentation wiki**



Permanent link:  
[https://docs.msupply.org.nz/preferences:managing\\_users?rev=1341554740](https://docs.msupply.org.nz/preferences:managing_users?rev=1341554740)

Last update: **2012/07/06 06:05**